

Slide notes: Welcome to the Civil Case Opening Electronic Learning Module presented by the U. S. District Court, Southern District of California. Opening Civil Cases in CM/ECF.

Important Notes

- Before you open your new civil case electronically, you must complete and save all documents in PDF (Examples: the Complaint or the Notice of Removal, the JS-44 Civil Cover Sheet).
- The Civil Cover Sheet must be attached as the last page of the Complaint or the Notice of Removal.
- Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.

Important Notes

Slide notes:

- Before you open your new civil case electronically, you must complete and save all documents in PDF (Examples: the Complaint or the Notice of Removal, the JS-44 Civil Cover Sheet).
- The Civil Cover Sheet must be attached as the last page of the Complaint or the Notice of Removal.
- Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.

Important Notes (Continued)

- Have your credit card information ready.
 E-filing a Complaint or a Notice of Removal in the CM/ECF system will require you to enter your credit card information using Pay.gov, which is built into the event.
- All new sealed civil cases must be filed in paper.

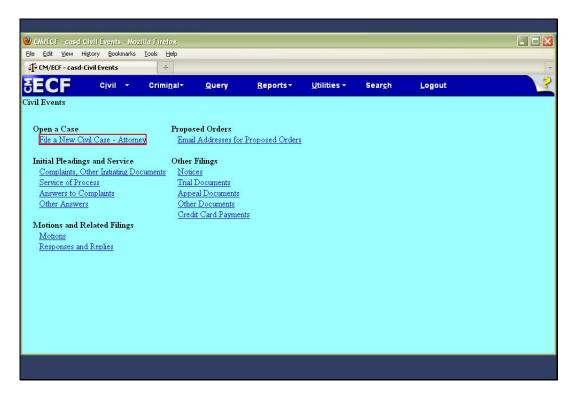
Important Notes (Continued)

Slide notes:

- Have your credit card information ready. E-filing a Complaint or a Notice of Removal in the CM/ECF system will require you
 to enter your credit card information using Pay.gov, which is built into the event.
- All new sealed civil cases must be filed in paper.



Slide notes: To file a new case, click on Civil on the Main CM/ECF Menu bar.



Slide notes: Click on the File a New Civil Case - Attorney hyperlink.



Slide notes: Read the user messages carefully.

Attorneys are required to submit case initiating documents to the master case by following the prompts below.

The filing date will be the date documents are submitted to the master case and the filing fee paid through Pay.gov.

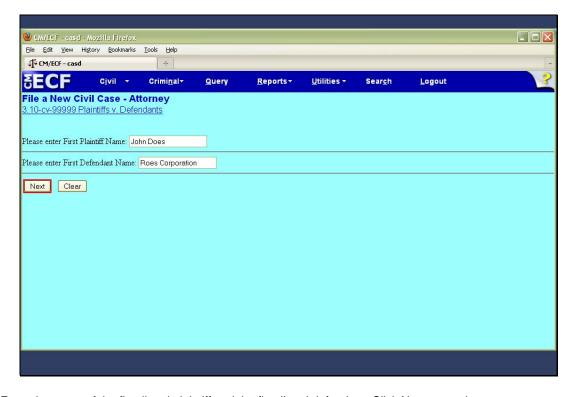
Your case submission must consist of one entry. All attachments must be made to the case initiating docket entry (Civil cover sheet, declarations, state court documents, motions, etc).

Do not make any other entries to the Master Case.

Do not add parties or attorneys to the Master Case.

Documents should be broken up smaller than the 10MB size limit.

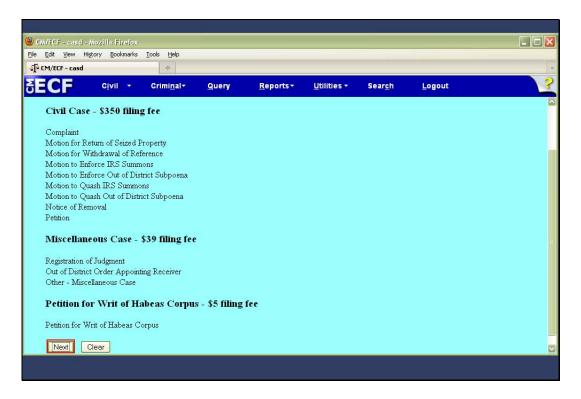
Click Next to continue.



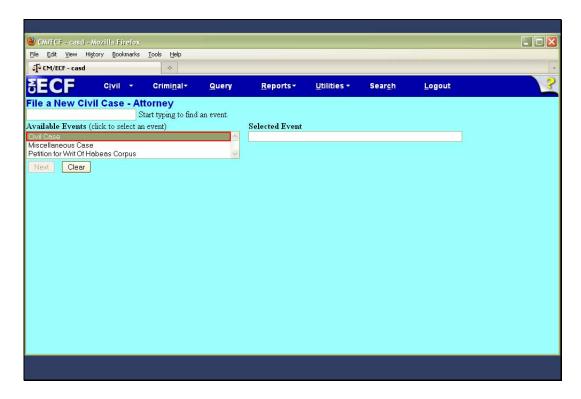
Slide notes: Enter the name of the first listed plaintiff and the first listed defendant. Click Next to continue.



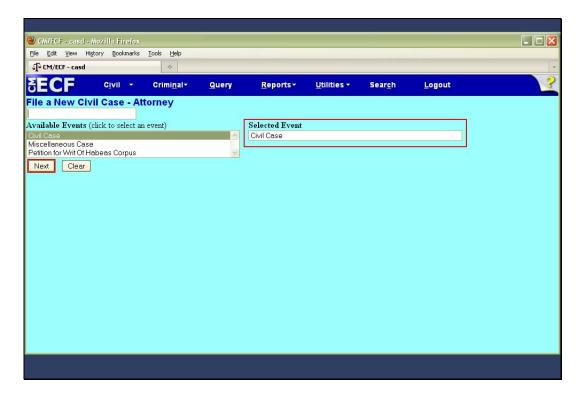
Slide notes: CM/ECF displays the filing fee schedule. Please read this carefully.



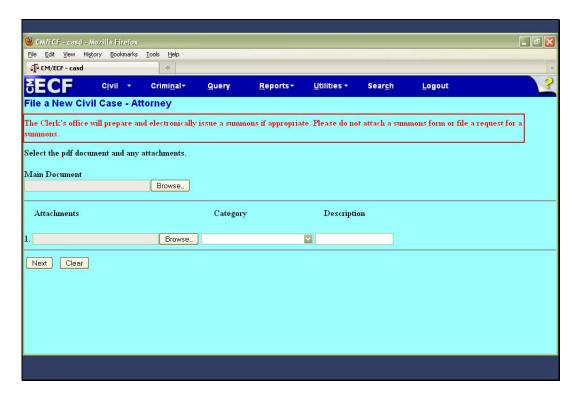
Slide notes: If necessary, scroll down to read the entire fee schedule. Click Next to continue.



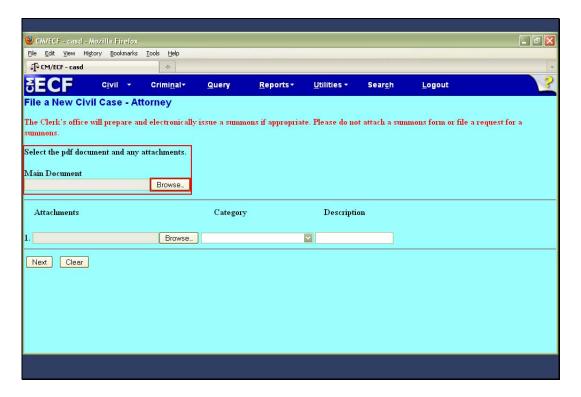
Slide notes: For this demonstration, you will be submitting a new civil case and will be paying the \$350.00 filing fee. Click on the Civil Case event.



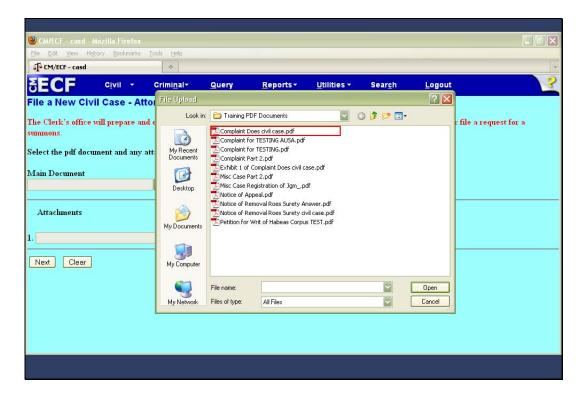
Slide notes: The event, Civil Case, now appears in the Selected Events field on the right. Click Next to continue.



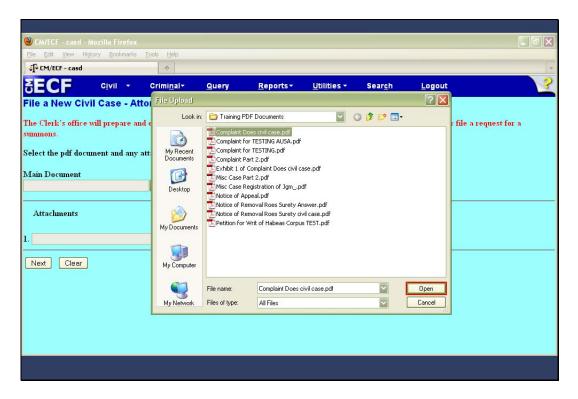
Slide notes: The Clerk's Office will prepare and electronically issue a summons, if appropriate. Please do not attach a summons form or file a request for a summons.



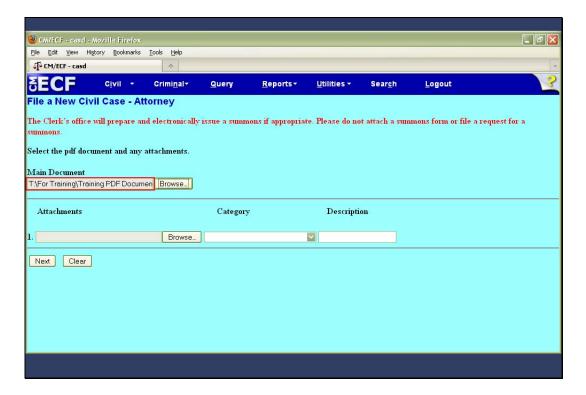
Slide notes: This screen allows you to Browse and navigate to the PDF document of your complaint. Click on the Browse button to navigate to the PDF document of the complaint.



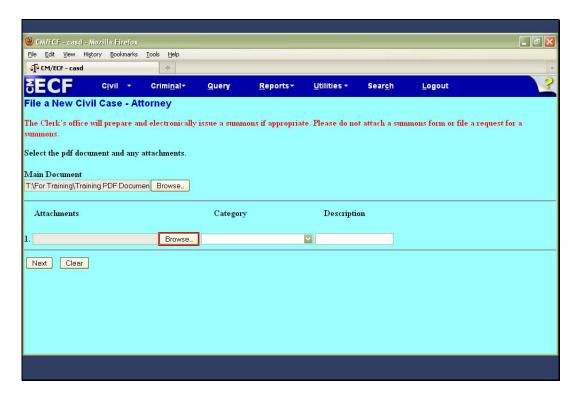
Slide notes: Click on the PDF document of the complaint to select it.



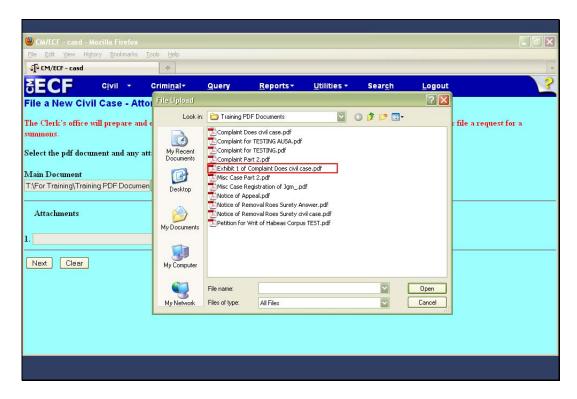
Slide notes: Click the Open button to select the PDF document of the complaint.



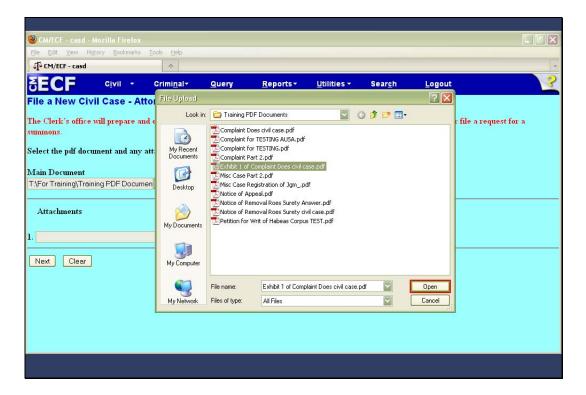
Slide notes: The path of the PDF document and file name appear in the Main Document field.



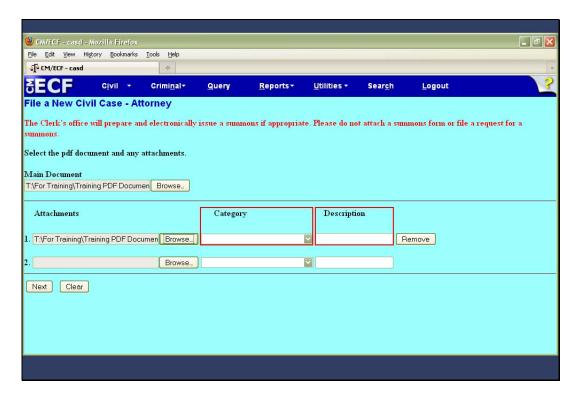
Slide notes: In this demonstration, we will attach Exhibit 1 of the complaint. Click on the Browse button next to the field on the Attachments 1 line.



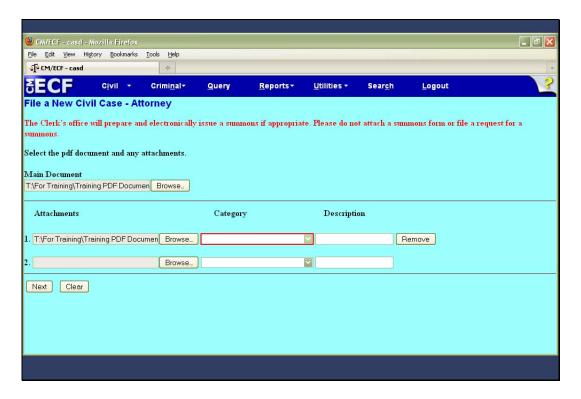
Slide notes: Click on the PDF document of Exhibit 1 of the complaint to select it.



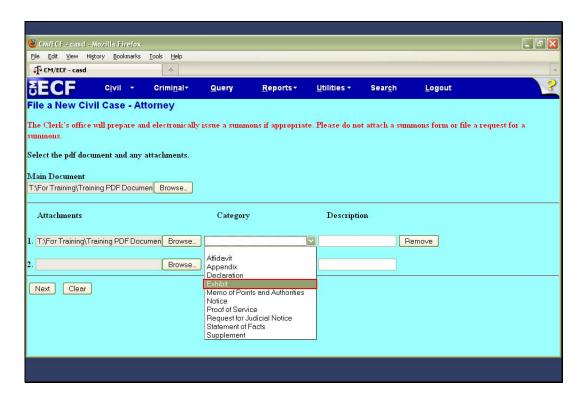
Slide notes: Click the Open button to select the PDF document of Exhibit 1 of the complaint.



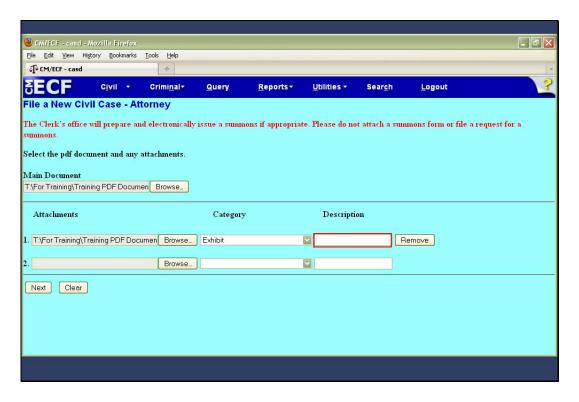
Slide notes: Since an attachment is being added, you must select a Category or enter a description.



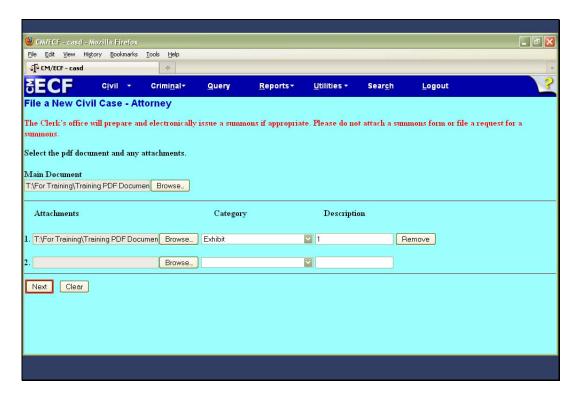
Slide notes: Click on the Category select list.



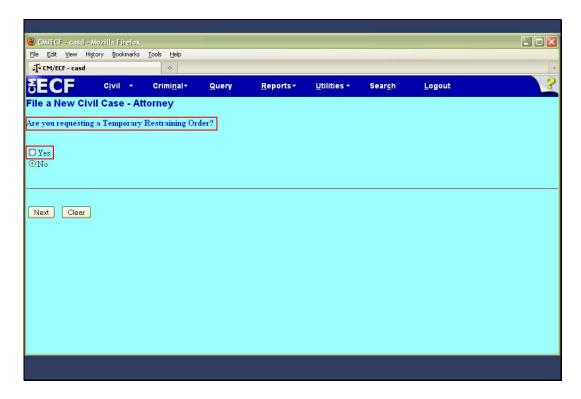
Slide notes: Select Exhibit from the Category select list.



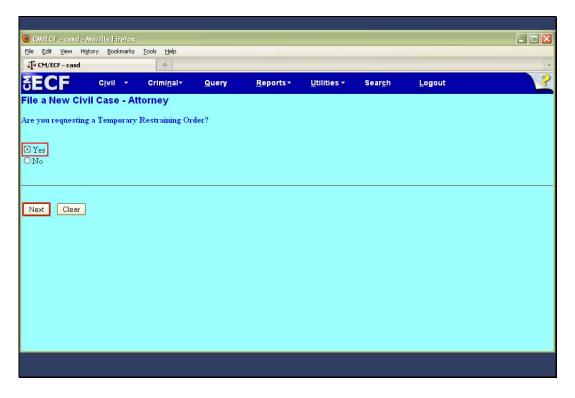
Slide notes: Type 1 in the Description field.



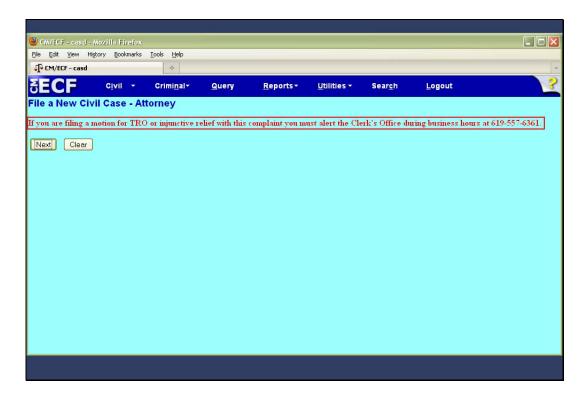
Slide notes: Click Next to continue.



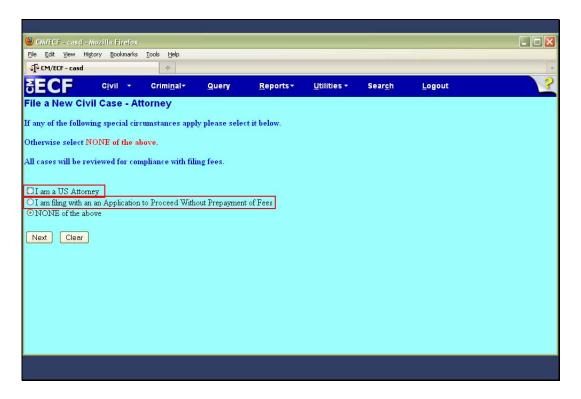
Slide notes: If you are requesting a Temporary Restraining Order, you must click the 'Yes' radio button.



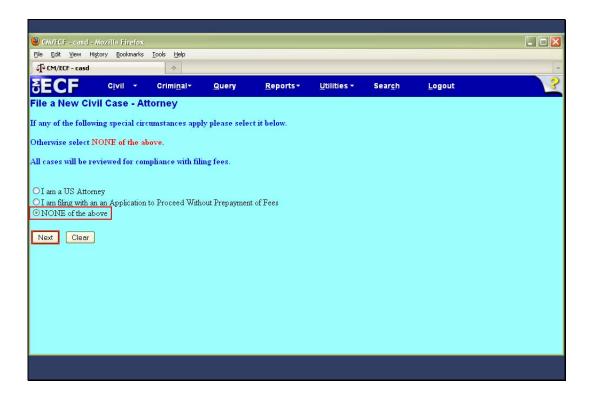
Slide notes: For purposes of this demonstration, the 'Yes' radio button will be selected. Click Next to continue.



Slide notes: If you are filing a motion for TRO or injuctive relief with this complaint, you must alert the Clerk's Office during business hours at 619-557-6361. Click Next to continue.



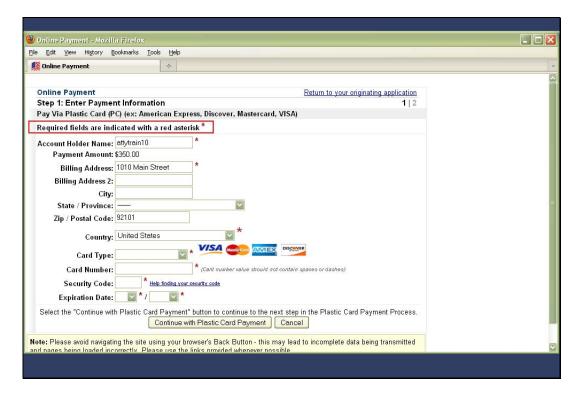
Slide notes: Three selections are listed. I am a US Attorney. I am filing with an Application to Proceed Without Prepayment of Fees.



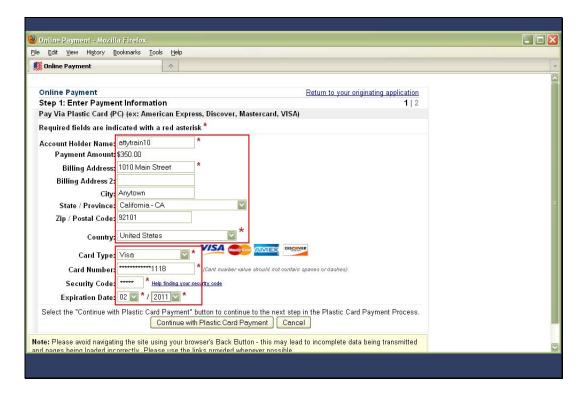
Slide notes: And None of the above, which is selected. You will be paying the filing fee electronically. Leave the radio button selected. Click Next to Continue.



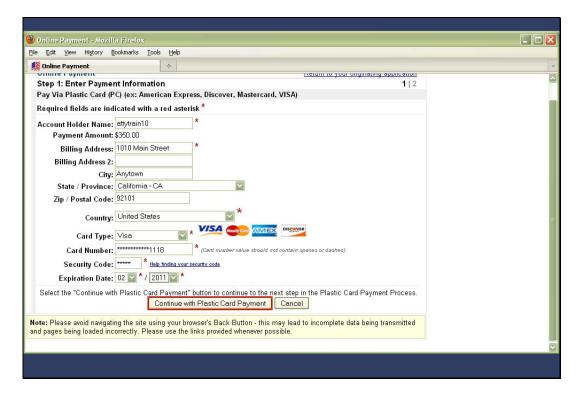
Slide notes: This screen instructs you to avoid using the Back Button after clicking the Next button. The filing fee amount is also displayed. Click Next to continue.



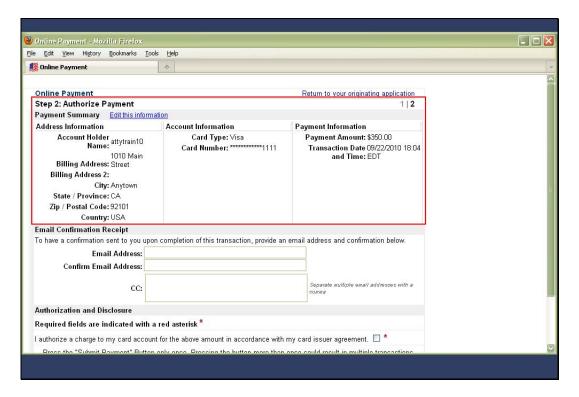
Slide notes: You are now in the secure Pay.gov website. The items marked with red asterisks are required fields.



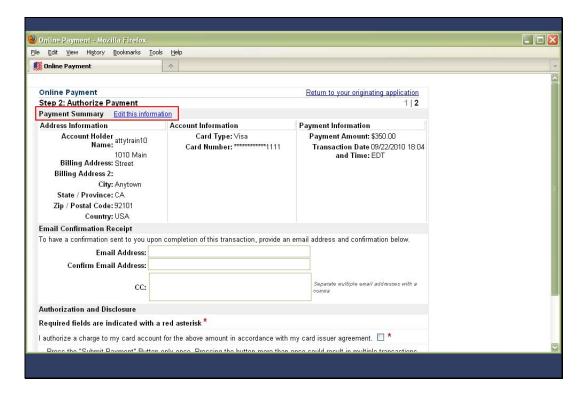
Slide notes: Make sure that all of the required fields are completed. Enter your credit card information.



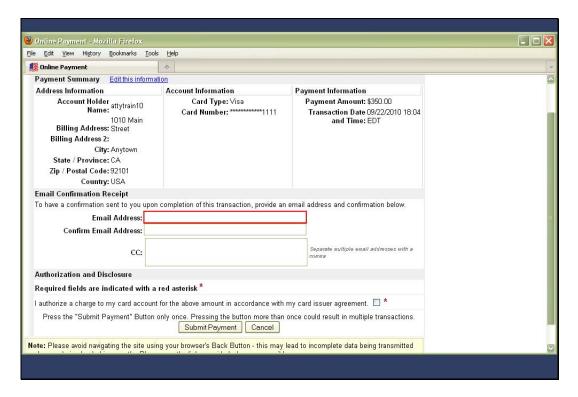
Slide notes: When all the required fields are completed, click on the Continue with Plastic Card Payment button.



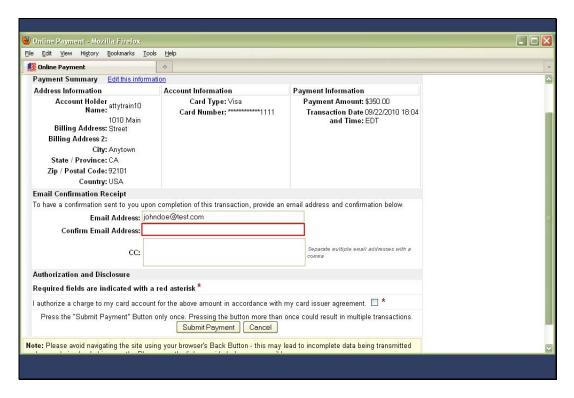
Slide notes: Step 2 of the process is to authorize the electronic payment. Review the Account Information at the top of the screen.



Slide notes: If any of this information is incorrect, click the Edit Information link to return to the previous screen. Do not use the browser back button.



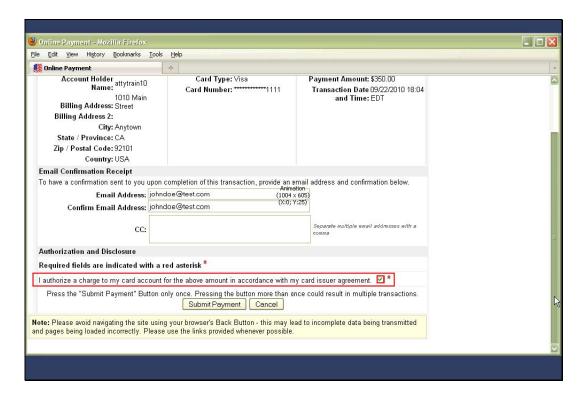
Slide notes: Complete the e-mail address fields to receive a receipt of the electronic payment. This e-mail address does not need to be that of the attorney filing the complaint.



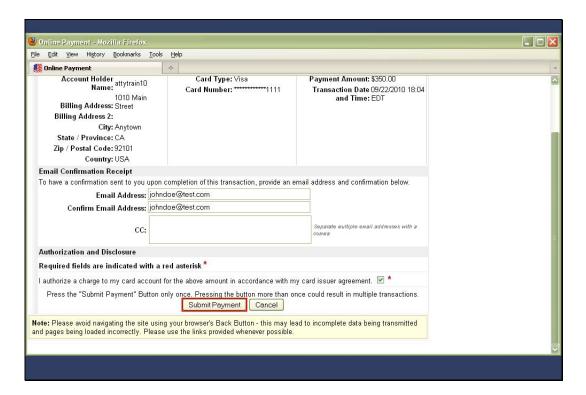
Slide notes: Confirm the E-mail address.



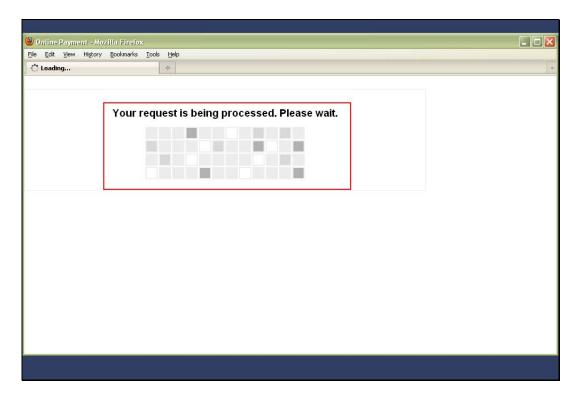
Slide notes: You may also insert additional e-mail addresses in the CC section. Scroll down.



Slide notes: You must check the box to authorize the electronic payment.



Slide notes: To complete the transaction click the Submit Payment Button.



Slide notes: Wait while your electronic payment is being processed. The following message will be displayed: "Your request is being processed. Please wait."

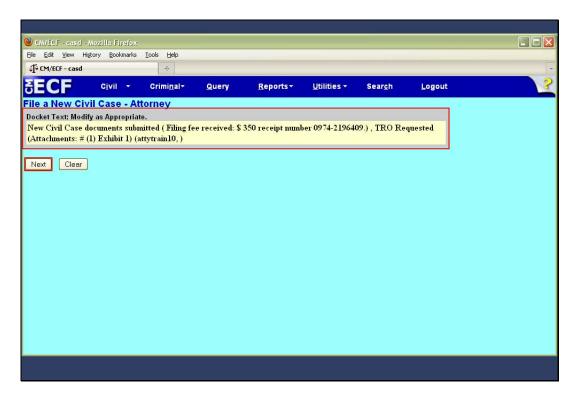


Slide notes: After the electronic payment is accepted, you will return to CM/ECF.

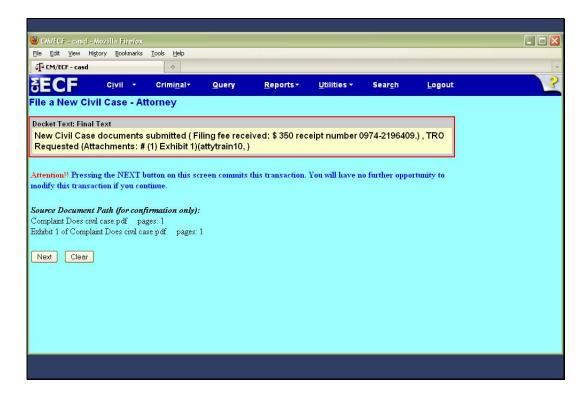
The Clerk will assign a judge and process the new case. You will receive a Notice of Electronic Filing with the permanent case number and judge assignment.

Cases will be processed within one business day of receipt. The "File Date" will be the date the documents were submitted and the filing fee is paid through Pay.gov.

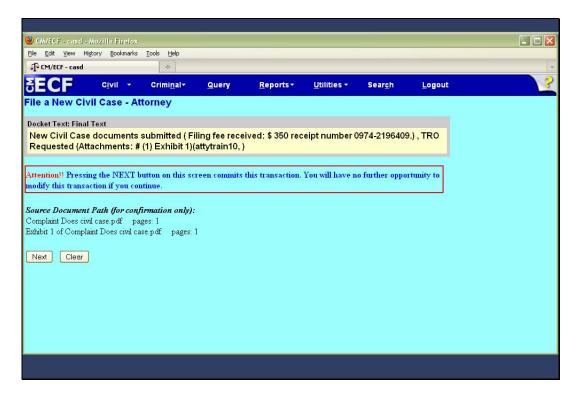
Please print & retain the final screen as your receipt for submitting a new case. Click Next to continue.



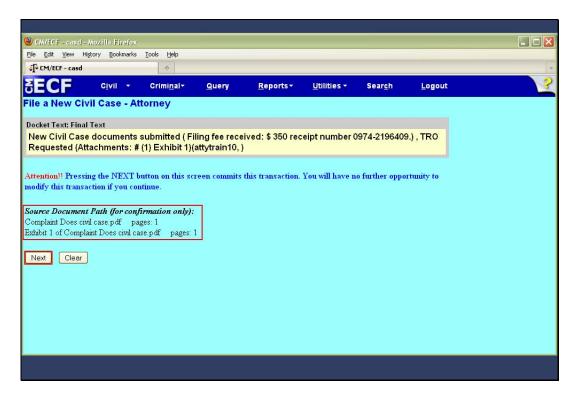
Slide notes: The Docket Text window is displayed. Click Next to continue.



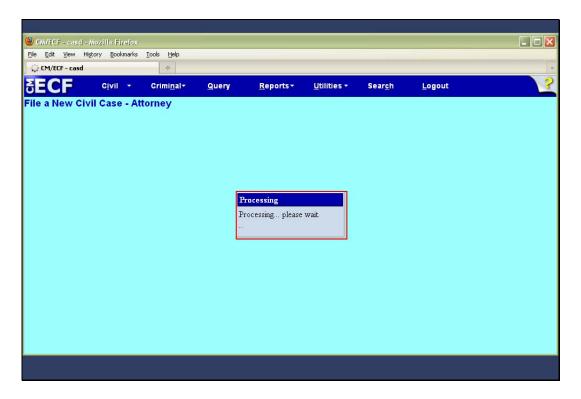
Slide notes: This screen shows the final docket text, which includes the filing fee amount and the credit card transaction receipt number.



Slide notes: This is the final screen before committing the transaction to CM/ECF.



Slide notes: You also see which documents are included in this filing. Click Next to complete the submission of the case.



Slide notes: CM/ECF will process this transaction.



Slide notes: The Notice of Electronic Filing, also known as the "NEF", is displayed. The NEF serves as notification that this case has been submitted in CM/ECF.



Slide notes: Please print and retain this final screen, the NEF, as your receipt for submitting a new case.

Conclusion of Civil Case Opening in CM/ECF

If you made any case opening errors, you can contact the Clerk's Office at **(619) 557-6361** during normal business hours (8:30 a.m. - 4:30 p.m., M-F).

Slide notes: This is the Conclusion of Civil Case Opening in CM/ECF. If you made any case opening errors, you can contact the Clerk's Office at (619) 557-6361 during normal business hours, (8:30 a.m.- 4:30 p.m., M-F).

Conclusion of Civil Case Opening in CM/ECF - continued

- The Clerk's Office will review your filing and send a Notice which will include the name of the randomly assigned district judge, magistrate judge and any pertinent information relative to the electronic filing.
- A summons will be issued by the court and electronically returned to the plaintiff's attorney.

Slide notes:

- The Clerk's Office will review your filing and send a Notice which will include the name of the randomly assigned district judge, magistrate judge and any pertinent information relative to the electronic filing.
- A summons will be issued by the court and electronically returned to the plaintiff's attorney.